DRAFT REGULATORY POLICY

C-119 (E)

POLICY ON HUMAN FACTORS

Issued for public comments by the
Atomic Energy Control Board
November 1999

Atomic Energy Control Board
Commission de contrôle de l'énergie atomique

Canada

AECB Regulatory Documents

The Atomic Energy Control Board (AECB) operates within a legal framework that includes law and supporting regulatory documents. Law includes such legally enforceable instruments as acts, regulations, licences and directives. Regulatory documents such as policies, standards, guides, notices, procedures and information documents support and provide further information on these legally enforceable instruments. Together, law and regulatory documents form the framework for the regulatory activities of the AECB.

The main classes of regulatory documents developed by the AECB are:

- **Regulatory Policy:** a document that describes the philosophy, principles and fundamental factors used by the AECB in its regulatory program.
- **Regulatory Standard:** a document that is suitable for use in compliance assessment and describes rules, characteristics or practices which the AECB accepts as meeting the regulatory requirements.
- **Regulatory Guide:** a document that provides guidance or describes characteristics or practices that the AECB recommends for meeting regulatory requirements or improving administrative effectiveness.
- **Regulatory Notice:** a document that provides case-specific guidance or information to alert licensees and others about significant health, safety or compliance issues that should be acted upon in a timely manner.
- **Regulatory Procedure:** a document that describes work processes that the AECB follows to administer the regulatory requirements for which it is responsible.

Document types such as regulatory policies, standards, guides, notices and procedures do not create legally enforceable requirements. They support regulatory requirements found in regulations, licences and other legally enforceable instruments. However, where appropriate, a regulatory document may be made into a legally enforceable requirement by incorporation in an AECB regulation, a licence or other legally enforceable instrument made pursuant to the *Atomic Energy Control Act*.

100-06271/

draft

DRAFT REGULATORY POLICY

Policy on Human Factors
C-119 (E)

Issued for public comments by the
Atomic Energy Control Board
November 1999

Canada

DRAFT REGULATORY POLICY

Policy on Human Factors

C-119 (E)

November 1999

NOTICE

On March 20, 1997, Bill C-23, the *Nuclear Safety and Control Act* (NSC Act, the Act), received Royal Assent. New regulations that are derived from this Act will become law and replace the existing regulations. Draft Regulatory Policy C-119 references the *NSC Act* and new regulations, which will come into force in 2000 on a date to be fixed by order of the Governor in Council.

About this Document

Comments

In order for interested persons to determine this document's impact and value, public comments are being solicited. At the end of the comment period, all comments will be studied to determine how best to improve the document. Unless otherwise requested, a copy of all comments received will be placed in the AECB Library, in Ottawa. Comments on this policy will be most helpful if received in writing by January 15, 2000. Reference our file number 1-8-8-119 and direct enquiries and/or comments to the address below.

Document availability

The document can be viewed on the AECB internet website at www.aecb-ccea.gc.ca. A copy of C-119 may be ordered in English or French from:

Operations Assistant
Corporate Documents Section
Atomic Energy Control Board
P.O. Box 1046, Station B
280 Slater Street
Ottawa, Ontario K1P 5S9
CANADA

Telephone (613) 996-9505
Facsimile (613) 995-5086
E-mail via Internet: reg@atomcon.gc.ca

Purpose

The purpose of this policy is to assure that the Canadian Nuclear Safety Commission (CNSC) takes human factors issues into account in its regulatory activities.

Scope

This policy describes how the CNSC will take human factors into account during its licensing, compliance and standards-development activities.

1. Definition and Examples of Human Factors

For purposes of this policy, the term "human factors" means factors that influence human performance as it relates to the safety of a nuclear facility or activity over all phases, including design, construction, commissioning, operation, maintenance, and decommissioning.

Some examples of human factors are: organizational and management structures, policies and programs; the allocation of functions to humans and machines; the design of user interfaces; staffing provisions; job-design features; work schedules; the design of written procedures; training, and the physical work environment.

2. Policy Statement

"The Canadian Nuclear Safety Commission recognizes that human factors can affect the performance of the facilities and activities that it regulates. Accordingly, it is the policy of the Commission that:

- *When reviewing applications for CNSC licences in accordance with any applicable laws, procedures and guidelines, the Commission will take into account human factors that could impact upon the Commission's mandate for protection of the environment, the health and safety of persons, the maintenance of national security and the implementation of international obligations to which Canada has agreed.*
- *The Commission will evaluate the measures proposed by licence applicants, and the measures implemented by licensees to address human factors, to determine whether the measures provide for protection of the environment, the health and safety of persons, the maintenance of national security and the implementation of international obligations to which Canada has agreed.*
- *The CNSC will, where feasible, provide licence applicants and licensees with written guidance on how to address human factors that could affect the safety of CNSC-regulated facilities and activities.*

- *The CNSC will cooperate with other organizations and jurisdictions to foster consistent national and international standards with respect to human factors."*

3. Evaluation

The CNSC auditor will evaluate CNSC adherence to this policy, and the effectiveness of this policy, during periodic corporate reviews in accordance with management priorities.

4. Policy Authority

This proposed policy is issued under the authority of the *Atomic Energy Control Act*.